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ER

CONFIDENTIAL

Executive Registry
64-6253

10 September 1964

MEMORANDUM FOR: Registrar, Office of Training

SUBJECT : Senior Management Seminar

I nominate the following DCI Area employees to attend the Senior Management Seminar scheduled at [redacted] 25X1 October 1964:

Nominees:

25X1 [redacted] GS-16, Chief, Budget Division, [redacted] 25X1
GS-16, Assistant to the Director.
GS-15, Assistant General Counsel.

Alternate:

25X1 [redacted] GS-15, Chief, Manpower Control
25X1 Staff, [redacted]

(signed) Lyman B. Kirkpatrick

Lyman B. Kirkpatrick
Executive Director

DRM:rcr

Distribution:
Original - addressee
1 - ExDir
(1) - ER
25X1 1 - [redacted]
1 - OTR

EXECUTIVE REGISTRY FILE OTR

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SECRET

Executive Registry
64-6200

OGC 64-3594

9 September 1964

MEMORANDUM FOR: Assistant to the Director [redacted] 25X1

SUBJECT: Management Course, 25 through 30 October 1964

I would like to nominate Mr. [redacted] Assistant 25X1
General Counsel, GS-15, for the Management Course to be held at
25X1 [redacted] from 25 through 30 October 1964. 25X1
[redacted] Performance of his duties has been of a high order, and he has had a broad exposure to Agency operations overseas. It would seem to me that it would be very worthwhile for him to be exposed to such a course now that he will be concerned with legal matters on a broader base throughout the Agency.

[redacted] 25X1

LAWRENCE R. HOUSTON
General Counsel

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Executive Registry
64-6081

01 SEP 1964

MEMORANDUM FOR: Executive Director
Deputy Director for Intelligence
Deputy Director for Plans
Deputy Director for Science and Technology

SUBJECT : Senior Management Seminar

1. In May 1964 the Agency offered for the first time a new type of management seminar for senior officials. This Seminar at [redacted] 25X1
presented under the auspices of the Office of Training, was attended by seventeen GS-15 and eighteen supergrade employees representing all major components of the Agency. The one-week program was conducted by [redacted] 25X1
25X1 [redacted] New York City.

2. In view of the positive response to the May Seminar by those who participated, a second presentation has been arranged to take place
25X1 at [redacted] during the period 25-30 October 1964.

3. The seminar as developed by Mr. [redacted] and his associates is 25X1
designed to improve the individual manager's effectiveness as a member and as a leader of a management team. It will assist him in identifying and analyzing his leadership behavior and in developing improved approaches. It will provide him with specific techniques for improving group effectiveness and for overcoming obstacles to decisive group action.

4. Much of the material in this program is based on a new approach to management as developed by Dr. Robert Blake of the University of Texas. This is the so-called "Managerial Grid" approach which is currently attracting much attention in management training and consulting circles. The program emphasizes active learning and departs considerably from the usual training methods. Agency experience with the Managerial Grid to date shows it to be highly interesting and rewarding.

5. As in the past it is considered desirable to establish registration quotas for major components of the Agency to insure agency-wide

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participation. Suggested quotas for filling the thirty-five available spaces are as follows:

Component	No. Nominees	No. Alternates
DCI Area	3	1
DD/I	9	3
DD/P	9	3
DD/S&T	5	2
DD/S	9	3

Nominees and alternates should be at the GS-15 level and above. Participation in previous [redacted] Seminars or in other management training is no bar to registration for this program. 25X1

6. In that the program requires the completion of a certain amount of "pre-work" on the part of participants, as well as advance planning by OTR, it is important that the names of nominees be submitted well in advance of the scheduled date for the Seminar. Accordingly, it is requested that the names of your nominees and alternates be submitted directly to the Registrar, Office of Training, by 15 September 1964.

[redacted] 25X1

R. L. BANNERMAN
Acting Deputy Director
for Support

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